

Resource D: Sample risk assessment

No.	Step 1 Identify the hazards	Step 2 Who might be vulnerable/ harmed?	Step 3 What's the risk? What safety measures exist? What else can be done to make it safer?	Step 4 Sign/date
1.	Side-by-Side meeting with young person	The Mentor	<p>Risk: Open to allegations, and being in an unsupervised situation</p> <p>Safety measures:</p> <ol style="list-style-type: none"> 1. Ensure appropriate screening and training processes undertaken as per the Mentoring Checklist 2. Have clear role description 3. Mentoring agreement signed by mentor, young person, parent/guardian and co-ordinator before sessions take place 4. Mentor to establish ground rules and boundaries with young person at first meeting 5. Venue, start-time and end-time of sessions to be agreed with co-ordinator, young person and parents/guardians 6. Communicate in a transparent way, with the parent/guardian copied in or involved between meetings 7. Agree method young person will leave venue and time to be expected to arrive at next destination with parent/guardian 8. Parent/guardian to be informed and aware of who they can speak to if they have concerns 9. Mentoring co-ordinator to be available to the young person's parent/guardian 10. Consideration given to venue of sessions – an open public space 11. Mentoring notes to be completed and filed after each session 	

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2.	Side-by-Side meeting with young person	The young person	<p>Risk: Being in an unsupervised situation and vulnerable to potential abuse</p> <p>Safety measures:</p> <ol style="list-style-type: none"> 1. Gain permission from parent(s)/guardian(s) and young person 2. Ensure other adults are present in an agreed public space 3. Mentoring agreement signed by mentor, young person, parent(s)/guardian(s) and co-ordinator before sessions take place 4. Young person to be informed and aware of who they can speak to (and how) if they have concerns 5. Mentoring notes to be completed after each session 6. Mentoring Co-ordinator to speak regularly to young person 7. Young person to be made aware of safeguarding policy (and therefore what conduct is expected of their mentor) 	

